

# Infinite Campus: KECSAC Membership Report

## Quick Reference Card

Release date: 1/14/2021

**KECSAC Membership Report:** The purpose of this report is to provide the districts with a membership report of all state agency children served in A6 programs and A1 or A5 schools that serve KECSAC children. The report is used to monitor the accuracy of enrollments with corresponding data on the student's KECSAC tab. This report will only be valid for A1, A5 or A6 schools and will not return any information if run for schools of other state classifications. Only students with active KECSAC records overlapping enrollments based on the range of dates entered on the landing page will be included in the report. A separate worksheet will be created for each applicable school in Excel. The student's prior and subsequent schools have been added to assist in transition plans and monitoring of state-agency children.

### Selection Criteria:

**Range of Dates:** Provides active KECSAC records overlapping enrollments within the start and end date entered.

**Enrollments:** All Enrollments – reports any enrollments that match the active dates of KECSAC records for the range selected; multiple records will be produced for students with multiple enrollments during the range of dates entered.

**Last Enrollment Only** – reports only the last enrollment that matches the active dates of KECSAC records for the range selected; this selection will produce one record per student regardless of multiple enrollments within the facility.

**KDE Contact:** [April Stanley](#) or [Windy Newton](#); **KECSAC Contact:** [Sherri Clusky](#)

**Path:** KY State Reporting | KDE Reports | KECSAC Membership Report

**NOTE:** Users must be granted access by local KSIS administrator to view this report.

**Report Sample:** Report output as an Excel file.

Date Range of Report	Date Report Ran	District Number	District Name	School Number	School Name	State Classification	SSID	Last Name	First Name	Middle Name	Grade	Gender	Age	Race/Ethnicity Code	Race/Ethnicity Description	Special Ed Status	Primary Disability	Program 504
07/01/2021-06/30/2022	06/22/2022	999	District 1	555	School 1	A6	123456789	Student	First	Time	10	M	17	6	White	Y	OHI	N
07/01/2021-06/30/2022	06/22/2022	999	District 1	556	School 2	A5	987654321	Student	Second	Time	12	M	18	3	Asian	N		N

English Learner Status	KECSAC Start Date	KECSAC Classification	KECSAC End Date	Enrollment Start Date	Start Status Code	Enrollment End Date	End Status Code	Prior School Name	Prior End Status Code	Prior End Status Description	Subsequent School Name	Subsequent Start Status Code	Subsequent Start Status Description
N	8/5/2021	01 - Court ordered to attend program		8/5/2021	E01: First enrollment of the year			17-18 Jr. High School	W24	Moved, whereabouts unknown			
N	9/29/2021	01 - Court ordered to attend program	11/23/2021	9/29/2021	R02: Transfer from a school within the district	11/23/2021	W02: Transfer to a school within the district	21-22 Sr High School	W02	Transfer to a school within the district	21-22 Academy High School	R02	Transfer from a school within the

Suggested Report Uses:

- 1) Generate report with valid date range as instructed by KECSAC, i.e., 10/15/CCYY – 10/15/CCYY.
  - a) Verify that all served students are included in the output of the report.
  - b) Reference the [Alternative Education Programs / KECSAC](#) data standard guidelines for KECSAC students.
  - c) Update student record in Infinite Campus if needed.
  - d) Generate the report and review to ensure student records are accurate prior to KECSAC deadline.
- 2) Generate report and review KECSAC student records.
  - a) Validate each KECSAC record as compared to enrollment start and end dates.
  - b) Ensure start and end dates correspond the KECSAC start and end dates.
  - c) If the enrollment has ended, the KECSAC record must end dated.
  - d) If a new enrollment is started, a new KECSAC record should be created.

NOTES:

Facilities that do not utilize a 210-day calendar in IC must end date a student's KECSAC record on 6/30 and create a new KECSAC record for the new year on 7/1 for those students who receive services over the summer months.

Reporting for students receiving services in the summer in facilities that do not have a 210-day calendar in IC may require reporting those students separately to KECSAC.